

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SUPERVISING PROGRAM SPECIALIST

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Program Specialist is the fourth level in a five level Programs series. Incumbents supervise staff or the overall functions of a program, ensuring quality control, coordinating special projects, and preparing applicable reports. Incumbents in this class may assist in the development, budget, writing, administering, and monitoring all aspects of a program.

The Supervising Program Specialist is distinguished from the Senior Program Specialist by its first-line supervisory responsibilities. The Supervising Program Specialist is distinguished from the Program Manager, which are responsible for managing politically sensitive, extensive, and complex or multiple programs.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

FRE-QUENCY

1.	Supervises staff to include: prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations..	Varies 0 – 10%
2.	Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.	Varies 0 – 10%
3.	Coordinates, supervises, and evaluates daily operations and maintenance of an assigned program; develops procedures for program operations; ensures compliance with applicable internal and external requirements.	Daily 30%
4.	Plans and coordinates the development, implementation, and supervision of program operational goals, objectives, and activities; performs needs assessments; assesses consequences and outcomes of program initiatives.	Daily 15%
5.	Coordinates and collaborates with external agencies, internal departments, regulatory officials, citizens, and/or other interested parties regarding programs.	Daily 10%
6.	Compiles and analyzes data; prepares and reviews related reports and correspondence.	Weekly 10%
7.	Researches, writes, and monitors grant and/or funding opportunities, compliance, and requirements.	Weekly 10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Implements guidelines issued by Federal or State governments that applies to program operations.	Daily 5%
9.	Attends and participates in a variety of meetings; represents the City at committees, councils, and/or other related groups.	Weekly 5%
10.	Conducts research to identify emerging needs, trends, and services related to assigned area of responsibility.	Monthly 5%
11.	Participates in developing, coordinating, and monitoring program budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Monthly 5%
12.	Performs other duties of a similar nature or level.	As Required
13.	Develop, organize, administer, facilitate, and evaluate training sessions, classes, workshops, and/or other applicable events in assigned program area.	Monthly 5%

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Community Services may be responsible for:

- Developing, overseeing, and maintaining the Mayor's job initiative program;
- Organizing and developing training procedure manuals and guides and course materials;
- Developing and coordinating job fairs;
- Creating, developing, and implementing life science and environmental science education programs.

Positions assigned to Solid Waste may be responsible for:

- Developing, implementing, and communicating procedures to insure compliance with new municipal codes;
- Developing public education programs associated with recycling;
- Coordinating recycling program activities and operations.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Disadvantaged Business Enterprise may be responsible for:

- Evaluating applications submitted for compliance to the DBE program;
- Evaluating, certifying or denying applications submitted by potential Disadvantaged Business Enterprise firms for conformity with the standards set by the Code of Federal Regulations, including maintaining and performing an annual review and renewal of certified firms and entering the information into a data base that can be accessed by the general public;
- Evaluating and setting annual and project-specific DBE participation goals for Federal Department of Transportation funded projects, including a review of the three apparent low bidders good faith effort documentation in obtaining DBE participation for specific contracts and either approving or denying the project award to the apparent low bidder;
- Evaluating, preparing and filing final DBE utilization reports with the Federal Aviation Administration, Federal Transportation Administration and Federal Highway Administration on a semi-annual basis to maintain the granting of federal funds to the City of Fresno.

Positions assigned to the Mayor's Gang Prevention Initiative may be responsible for:

- Prepare and review necessary reports related to MGPI, such as end of week initiative reports, RFP's for program services, contracted agencies, agreements and contracts with City of Fresno;
- Revise and process service provider progress reports for services rendered.

Training and Experience (positions in this class typically require):

- Bachelor's Degree in field related and two years related experience in area of responsibility.

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Research methods
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Community and public relations principles and practices
- Budget administration principles and practices
- Analytical methods and techniques
- General writing principles and report writing techniques
- Accounting principles, practices and methods
- Project management principles and practices
- Customer service policies, principles and practices
- Program coordination principles
- Advanced principles and practices of assigned area of responsibility
- Area resources
- Program management principles

Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Compiling and analyzing data and information
- Developing and administering budgets
- Using computers and applicable software applications
- Applying researching methods
- Speaking in Public
- Developing and facilitating community outreach and program marketing plans
- Preparing collateral and marketing materials
- Planning, implementing, and managing program components
- Implementing strategic plans
- Evaluating technologies for applicability in current environment
- Assessing the consequences and outcomes of program initiatives
- Ensuring compliance with applicable internal and external program requirements
- Providing customer services
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008